

NURSE PRACTITIONER, CORRECTIONAL FACILITY

Department of Corrections & Rehabilitation

OPEN STATEWIDE

TJ93-9278 6CEAC



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE	This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.
LOCATION	This examination is administered by the State Personnel Board utilizing the Internet.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for six (6) months.
HOW TO APPLY	<p>The Application and the Training and Experience Evaluation will be available on a continuous basis on the Internet. Applicants will respond to questions regarding their ability to meet minimum qualifications, provide their contact information, and take the Training and Experience Evaluation on the Internet.</p> <p>DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE NURSE PRACTITIONER, CF IS CONTAINED IN THE INTERNET PROCESS.</p> <p>If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. DO NOT contact the State Personnel Board or the Department of Corrections and Rehabilitation for this information. The State Personnel Board and the Department of Corrections and Rehabilitation do not maintain an up-to-date list of library locations. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, does have Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.</p> <p>If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to the following on line instructions:</p> <p style="text-align: center;">http://www.spb.ca.gov/employment/exam_start.htm</p> <p>Please note that the Internet system will be unavailable on Tuesday's between 7:00 a.m. and 1:00 p.m., Pacific Standard time, for processing and maintenance. DO NOT begin the application process on the Internet during this time as your record will NOT be processed. It takes approximately one hour to complete the Application, and the Training and Experience Evaluation, on the Internet. If you begin the examination before 7:00 a.m., be sure to allow sufficient time to complete the process.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-(800) 735-2929, for voice phones: 1-(800) 735-2922.

SALARY

\$9,162.00* Per month

***This salary includes pay differential enhancements to the base salary as authorized December 1, 2005, and applies to new Nurse Practitioner, CF appointed to Adult Institutions and Division of Correctional Health Care Services.**

***Effective February 1, 2006, the above salary which includes pay differential enhancements to the base salary has been authorized to new Nurse Practitioner, CF appointed to Juvenile Institutions within the Division of Juvenile Justice.**

Additionally, R&R Bonuses are offered at Adult Institutions as indicated below:

- \$1,500 (one-time payment) – upon completion of one qualifying pay period (All Adult Institutions-applies to those appointed new to state service on or after 1/01/03).
- \$1,500 (one-time payment) – upon completion of six consecutive qualifying pay periods (All Adult Institutions-applies to those appointed new to state service on or after 1/01/03).
- \$1,000 (one-time payment) – upon completion of 18 consecutive qualifying pay periods (All Adult Institutions-applies to those appointed new to state service on or after 1/01/03).

Base Salary

Range A: \$5,845.00 - \$6,823.00 Per month

Range B: \$6334.00 – \$7,412.00 Per month

Alternate Range Criteria

Range A: This range shall apply to incumbents who do not meet the Criteria for payment in Range B.

Range B: This range shall apply to incumbents in positions approved by the Department of Personnel Administration's and the State Personnel Board's staff as having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates, wards or resident workers who substantially replace civil service employees for a total of at least 173 allocated hours of inmates', wards', or resident workers' time per pay period. This range may also apply to employees in positions approved by the Department of Personnel Administration's staff as having direct supervisory responsibility over incumbents who meet the conditions stated above. This range also applies to apply to positions located a significant distance from a physician in an underserved health area (whereby physician contact is primarily restricted to telecommunications), and incumbents are regularly required to be "on call" 24 hours a day and deal with situations necessitating serious emergency care that would otherwise be provided by a physician or with a physician nearby. Positions allocated to Range B of the class of Nurse Practitioner shall be assigned to Work Week Subgroup 4C. When the requirements for the particular criteria are met, the employee shall receive a rate under the provisions of DPA Rule 599.681. Exception: Employees in classes that are eligible for the Institutional Worker Supervision Pay (IWSP) Differential shall not be eligible for Alternate Range B.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
 - \$100 Monthly Bilingual Differential Pay
 - 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
 - 75% Reimbursement of Public Transit Passes, \$65 maximum per month
 - Flexible work hours (management discretion)
 - Pre-tax parking (where applicable)
 - Fourteen (14) paid holidays
 - Generous paid vacation/sick leave or annual leave
 - Jury duty/military/bereavement leave
 - Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
 - Pre-retirement death benefit
 - Dependent Care Program
 - Long Term Insurance (CalPERS)
 - Home Loan Program (CalPERS)
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**BENEFITS,
CONTINUED**

- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- \$112 - \$139 monthly Night Shift Differential Pay
- \$50 monthly Education Differential Pay
- \$150 monthly Shift Lead Differential Pay
- Clinical Supervision Differential Pay
- \$200 and 32 hours annually on Continuing Education Units
- Up to \$450 annual Uniform Allowance
- Reimbursement of License Renewal Fees (Actual Cost)
- State Registered Nurses Scholarship Fund (administered by the Department of Personnel Administration) California Public Employees' Safety Retirement System (Exempt from paying into federal Social Security System)

**POSITION
DESCRIPTION**

The Nurse Practitioner, Correctional Facility, under the supervision of a physician, in a State correctional facility, provides direct and indirect patient care services under written and approved standardized procedures; maintains order and supervises the conduct of inmates/youthful offenders; protects and maintains the safety of persons and property; and does other related work.

Positions are located at institutions statewide within the Department of Corrections and Rehabilitation

**REQUIREMENTS FOR
ADMITTANCE TO
EXAMINATION**

NOTE: All applicants must meet the education requirements as stated on this examination announcement.

License: Possession of a current license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.)

And

Certificate: Possession of a current certification as a nurse practitioner by the Board of Registered Nurses. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required certificate before they will be considered eligible for appointment.)

Special Personal Characteristics: Empathetic understanding of patients of a state correctional facility; willingness to work in a state correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

Applicants must show their registered nurse license number, title, and expiration date AND their nurse practitioner certification number, title, and expiration date on the on-line supplemental application.

**TRAINING AND
EXPERIENCE
EVALUATION**

The examination will consist of a Training and Experience evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE EVALUATION - WEIGHTED 100%

Knowledge of:

1. Current trends and concepts of professional nursing practices
2. Laws and regulations relating to the nurse practitioner scope of practice

**TRAINING AND
EXPERIENCE
EVALUATION,
CONTINUED**

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3. Principles and practices of clinical assessment of common health problems
 4. Principles of mental health
 5. Causes, treatment and prevention of communicable diseases, chronic diseases, mental illness and other disabling conditions
 6. Continuity of patient care, and the community health care resources

Ability to:

1. Work effectively with individuals to assist them in solving physical, mental and social health problems
 2. Communicate effectively
 3. Prepare clear and concise reports
 4. Recognize social problems which affect health
 5. Instruct in the prevention of disease, good health practices, and the health care of an ill or injured person
 6. Participate in the development of standardized procedures
 7. Construct and interpret a medical history, perform a physical assessment, evaluate patient behavior, perform and interpret laboratory tests, and identify problems and develop and implement treatment plans for patients
 8. Maintain effective working relationships with health care professionals and others.
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**ELIGIBLE LIST
INFORMATION**

An open merged eligible list will be established for the California Department of Corrections & Rehabilitation. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after six (6) months.

**VETERAN'S
PREFERENCE**

Veteran's Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans preference credits.

QUESTIONS?

If you have any questions concerning this announcement, please contact:

State Personnel Board
801 Capitol Mall
P.O. Box 944201, Sacramento, CA 94244-2010
(916) 653-1502, TTY (916) 654-6336
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in

GENERAL INFORMATION, CONTINUED

order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open entrance examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

**CALIFORNIA STATE PERSONNEL BOARD
P. O. BOX 944201 – 801 Capitol Mall
Sacramento, CA 94244-2010
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